



# APPLICATION FOR DOWNTOWN MATCHING GRANT

CITY OF JORDAN  
210 EAST FIRST STREET  
JORDAN, MN 55352

## I. Applicant Information

Name of Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Co-Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Tax ID # (If applicable) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone Number \_\_\_\_\_  
Home Work

## II. Property Information

Name of Business and Address of Building to be Rehabilitated/Constructed

\_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Age of Building \_\_\_\_\_ Number of Stories \_\_\_\_\_

Gross area of building \_\_\_\_\_ sq. ft. (exclude non-habitable space such as attics, basements, etc.)

Gross area of non-residential space \_\_\_\_\_ sq. ft. (include commercial, office, etc.)

Existing building use \_\_\_\_\_

Proposed building use \_\_\_\_\_

Number of years in business in Jordan \_\_\_\_\_

## III. Ownership Information

Ownership Interest in property to be improved:

Contract for Deed  Title "Free and Clear"  Mortgage

Other (Specify): \_\_\_\_\_

Name(s) on Title: Specify ownership interest of each individual named on the title (joint, tenants-in-common, life estate, partnerships, corporations, etc):

\_\_\_\_\_

\_\_\_\_\_

Form of Business Organization

- CD Purchaser       Tenant Operator       Sole Proprietor  
 Limited Partnership       Partnership       Corporation

***Please attach a copy of the most recent Property Tax Statement from the County Assessor's office and Proof of Insurance on the building.***

#### **IV. Estimated Rehabilitation Costs and Requested Loan Information**

**Please describe proposed improvements:** (If necessary, please attach additional pages, including any plan drawings, contractors' bids or proposals obtained by the applicant. Please itemize costs when possible).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated Total Cost of Proposed Rehabilitation Work:** \$ \_\_\_\_\_

**Requested Loan Amount from Small Cities Program-***Loan amount may be up to 50% of the total construction costs, with maximum of \$2,500 for "*  
\$ \_\_\_\_\_

**Source of Remaining Funds**

- Personal Savings       Private-Sector Loan (Institution: \_\_\_\_\_)  
 Other: (please specify) \_\_\_\_\_

**Building Permits & Inspections**

Applicant is responsible for obtaining appropriate building permits, per the Jordan City Code. In the case of improvements that do not require a city-issued building permit, the applicant must submit the name and state license number of the contractor completing the work and agree to an inspection of the work by a city building official.

**Loan Disbursement**

Awarded loan funds will be dispersed to the contractor or vendor upon submittal of receipts or invoices for supplies purchased and inspection which certifies the work completed is in accordance with the Design Standards and other City ordinances.

**V. Certification**

City staff or an authorized representative shall have the right to inspect the property to be improved at any time from the date of application upon giving due notice to the owner and to occupants.

I/We understand that any intentional misstatements will be grounds for disqualification.

I/We authorize program representatives the right to access the property to be improved for the purpose of the deferred loan program and to take photographs of the structure before and after rehabilitation.

I/We further understand that I/we will make the final selection of the improvements to be made with the loan funds and that the contract for improvements will be solely between myself and the contractor(s). The administering agency will not be liable for the inadequate performance of the contractor(s).

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Co-Applicant Date

# DATA PRACTICES ACT

***The following notice is provided for those applicants for the Jordan Downtown Façade Improvement Program that are individuals. The following does not apply in cases where the applicant is non-individual, such as a corporation.***

(TENNESSEN WARNING)

In accordance with the Minnesota Government Practices Act, the City of Jordan is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private; however, your name, address, and the amount or value of the approved loan funds are public.

The information collected from you or from other agencies or individuals authorized by you is used to determine your eligibility for the Downtown Matching Grant Program. Persons or agencies with whom this information may be shared include:

1. City of Jordan personnel administering the Downtown Matching Grant Program.
2. Individuals charged by the city with reviewing applications and making recommendations to the Jordan EDA.
3. Members of the Jordan Economic Development Authority (only that information needed to approve the application for loan funds and/or payments to contractors).
4. Federal, State, County and local contracted auditors.
5. The contract for deed holder (only that you are a loan recipient and the amount of the loan).
6. Law enforcement personnel in the cases of suspected fraud.
7. Those individuals or agencies to whom you give your express written permission.

Unless otherwise authorized by State statute or Federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices ACT. The rights include:

1. The rights to see and obtain copies of the data maintained on you,
2. To be told the contents and meaning of the data and,
3. To contest the accuracy and completeness of the data.

To exercise these rights contact: Ed Shukle, City Administrator or Corrin Wendell, Senior Planner at 952-492-2535

I have read and understood the above information regarding my rights as a subject of government data.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant